



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 845.3

Job Title: **SENIOR PROPERTY AGENT**

Pay Grade: 19

GENERAL SUMMARY:

Performs various complex technical negotiations, research and closing functions related to the disposition of City property interests and acquisition of land and/or property rights for public projects. Transactions often involve the acquisition and/or sale of multiple properties or complicated/multi-agency issues.

RESPONSIBILITIES:

- Investigates and identifies properties to be sold, abandoned, exchanged, covered under an encroachment agreement, leased, purchased, condemned or transferred.
- Researches property records by on-site inspections, telephone contacts, computer search and correspondence.
- Verifies accuracy of information received on properties; locates owners/heirs/interested parties; review and coordinates value issues with appropriate personnel; reviews title reports and coordinates clearing titles as required.
- Prepares and submits reports and information packages for City Council, the Mayor, the Joint Referral Committee and others in connection with assigned projects.
- Maintains and monitors the status of assigned projects and compiles status and activity reports.
- Coordinates real estate activities with applicants, the public, City personnel, developers and other entities to complete transaction requirements.
- Evaluates, maintains and monitors file information for pending transactions, including field notes, title reports, HCAD printouts, contact reports, owner information, legal documents and other pertinent information.
- Prepares purchase, condemnation, sales, encroachment and lease packages, including RCAs, agent's statements and other written correspondence.
- Analyzes and coordinates utility adjustment issues related to the completion of City projects, i.e., interacting with METRO, TxDOT, HCFCD, etc.
- Reviews project drawings with City engineering staff in order to resolve real estate related design issues raised by constituents and/or property owners.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Real Estate, Business Administration or a related field. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

EXPERIENCE:

Three years of experience in real estate or related activities are required.

Pertinent professional experience in real estate or directly related activities may be substituted for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Property Agent
Senior Property Agent
Real Estate Supervisor